

ACEP-ALE Application Checklist

Instructions: Use of this checklist by cooperating entities is optional. NRCS will use this checklist to verify the application packet is complete and adequate per program policy.

Application packets must be submitted no later than January 31, 2017. Early submissions are encouraged as incomplete application packages will not be considered for funding. Applicants may submit application packets through any of the following methods.

1. Email. Electronically submitted applications will be sent to: pedro.ramos@ut.usda.gov . Electronic submissions must be received no later than 4:00 pm local time on January 31, 2017.
2. Mail, FedEx, UPS, or in person submission. Mail, FedEx, UPS, or in person submissions must be received by NRCS no later than January 31, 2017 at 4:00 pm local time. Application packets will be accepted at any Utah NRCS office. The preferred location for mail, FedEx, or UPS is submission to the NRCS State Office at:

USDA-NRCS
Utah State Office
Attn: Pedro Ramos, Assistant State Conservationist for Programs
125 South State Street, Room 4010
Salt Lake City, Utah 84138-1100

Applications received after January 31, 2017 at 4:00 pm local time or incomplete application packets will not be considered for funding in this cycle.

Cooperating Entity: <u>Click here to enter text.</u>	Date: <u>Click here to enter a date.</u>
Landowner Name: <u>Click here to enter text.</u>	County: <u>Click here to enter text.</u>
Completed By: <u>Click here to enter text.</u>	

A COMPLETE ACEP-ALE APPLICATION MUST CONTAIN ALL OF THE FOLLOWING:

Complete	Compliant	Criterion
Choose an item.	Choose an item.	Completed "Entity Application for Agricultural Land Easement (ALE) Agreement" form NRCS-CPA-41
Choose an item.	Choose an item.	Completed "Parcel Sheet" form NRCS-CPA-41A, for each parcel. NOTE: Parcel means the defined area of land to be included in a single conservation easement.
Choose an item.	Choose an item.	Completed "Application for Federal Assistance" Standard Form (SF)-424
Choose an item.	Choose an item.	Completed "Budget Information for Non-construction Programs" SF-424A
Choose an item.	Choose an item.	Completed "Assurances for Non-Construction Programs" SF-424B
Choose an item.	Choose an item.	Completed Entity and Parcel Information
Choose an item.	Choose an item.	If applicable, completed "Eligible Entity Cash Contribution Requirement Waiver Request Worksheet for Projects of Special Significance"

Entity information submitted with the entity application must include:

Complete	Compliant	Criterion
Choose an item.	Choose an item.	Evidence of the entity's commitment to long-term conservation of agricultural lands through the use of voluntary conservation easements for the purpose of protecting agricultural use and related conservation values by limiting conversion to nonagricultural uses of the land. Include a list of easements acquired, held, managed or enforced by the entity.
Choose an item.	Choose an item.	Evidence of the entity's capability and record of acquiring, managing, and enforcing agricultural land easements or their equivalent.
Choose an item.	Choose an item.	Evidence of the entity's authority to purchase and hold agricultural conservation easements. <ul style="list-style-type: none"> • This must include a citation to the State conservation easement enabling statute that the entity will rely on to acquire the agricultural conservation easements. • If the applying entity is a State, local, or Tribal government, then this must include a citation to the entity's statutory authority to acquire conservation easements consistent with the purposes of ACEP-ALE.
Choose an item.	Choose an item.	Evidence of entity capacity (either directly or through formal agreement with other entities) dedicated to monitoring and easement stewardship.
Choose an item.	Choose an item.	Evidence of the availability of the matching funds at the time of application sufficient to meet the eligible entity's contribution requirement for each parcel proposed for funding.
Choose an item.	Choose an item.	Evidence of valid DUNS number and current registration in SAM.gov for each holding and co-holding eligible entity.
Choose an item.	Choose an item.	Evidence of signature authority authorizing an individual(s) to act on behalf of the cooperating entity for the purposes of application for funding and entering into agreements with NRCS.
Choose an item.	Choose an item.	Evidence of the cooperating entity's entry in the Farm Service Agency farm records system.
Choose an item.	Choose an item.	A copy of the written pending offer for acquisition of a conservation easement in perpetuity for each parcel that the entity is submitting for funding consideration.

Parcel Information to be submitted for each parcel with each CPA-41A must include:

Complete	Compliant	Criterion
Choose an item.	Choose an item.	Evidence of ownership of the property such as a property deed or preliminary title report. The deed or title report must cover all of the land (legal parcels) offered for enrollment.

Complete	Compliant	Criterion
Choose an item.	Choose an item.	<p>Evidence that all landowners have established farm records at the Farm Service Agency (FSA). All landowners must be in compliance with the:</p> <ul style="list-style-type: none"> Adjusted Gross Income limitations (filed form CCC-941, AGI Certification and Consent to Disclosure of Tax Information) Wetland Conservation and Highly Erodible Lands requirements (filed form AD-1026, HELC/WC Compliance)

Additional requirements for landowner by entities include:

Complete	Compliant	Criterion
Choose an item.	Choose an item.	Documentation of signature authority authorizing an individual landowner to act on behalf of an ownership entity.
Choose an item.	Choose an item.	Proof that the entity is a legal and valid entity in Utah, usually by a certificate of good standing from secretary of the State.
Choose an item.	Choose an item.	Form CCC-901 or CCC-902 Member's Information.
Choose an item.	Choose an item.	Evidence of a valid DUNS number and current registration in SAM, usually a screen print from SAM.gov.

Project information to be submitted with the application package must include:

NOTE: All maps must include sufficient labels, symbols and legend to clearly convey map requirement.

Complete	Compliant	Criterion
Choose an item.	Choose an item.	A map showing the location of the parcel.
Choose an item.	Choose an item.	Evidence and map of legal and physical access to the entire parcel.
Choose an item.	Choose an item.	A map or aerial image showing the proposed parcel and larger property boundaries, if different than the parcel boundaries.
Choose an item.	Choose an item.	<p>A map showing each of the following that are applicable:</p> <ul style="list-style-type: none"> The location and acres of prime or unique, soil in each parcel. The location and acres of land other than prime or unique farmland that is of statewide or local importance for production of food, feed, and fiber crops as designated by state or local government, including evidence of the designation. The location and acres of lands where grazing uses and related conservation values would be protected. The location and acres of grasslands of special environmental significance. The location, number, and acreage of historical or archaeological sites proposed to be protected.

Complete	Compliant	Criterion
Choose an item.	Choose an item.	If the presence of historical or archeological sites is the basis for land eligibility, a brief description of the site's significance and documentation of the site's formal listing on the National, Tribal, or State register or eligibility for listing in the National register must be included in the application.
Choose an item.	Choose an item.	A narrative description of how the protection of the parcel will further a State or local policy consistent with ACEP, if this is the basis for the parcel's land eligibility.
Choose an item.	Choose an item.	A map showing the location of other protected land in relation to parcel, if applicable.
Choose an item.	Choose an item.	Estimated agricultural land easement value, costs, and contributions of the following for each parcel: <ul style="list-style-type: none"> • The estimated acres. • The fair market value of the agricultural land easement. • The total estimated entity non-Federal contribution. • The requested federal share. • The estimated purchase price. • The qualified contribution from the landowner
Choose an item.	Choose an item.	Narrative statement and map showing the parcel's accessibility to agricultural markets.
Choose an item.	Choose an item.	Narrative statement and map showing the parcel's access to existing agricultural infrastructure, on- and off-farm, and other support systems.
Choose an item.	Choose an item.	Narrative statement and map showing the evidence of development pressure from non-agricultural uses, threat of fragmentation of grasslands, or threat of conversion of grassland to non-grassland uses for each parcel.
Choose an item.	Choose an item.	Ownership of subsurface mineral rights and any required water rights for each parcel.
Choose an item.	Choose an item.	Copies of any phase I environmental site assessments, if available.
Choose an item.	Choose an item.	Copies of appraisal reports for the parcel, if available.

NOTE: The entity is responsible for providing an Agricultural Land Easement Plan and any required component plans to NRCS for review and approval. The entity may elect to have NRCS or a qualified third party develop the required plans. The entity will engage the landowner in the plan development. In addition, the entity will provide a draft baseline documentation to NRCS no later than 90 days prior to the scheduled closing date. Early submission of a draft baseline report is encouraged to assist the conservation planner in the planning process.